

City of Moorpark

Universal Application Community Development Department

	CDD Use Only: Case Number(s):	
-		
-		

Please submit this application in person, along with the required submittal materials. Incomplete applications will not be accepted.

 □ Administrative Exception □ Administrative Permit □ Conditional Use Permit □ Commercial Planned Development □ General Plan Amendment □ Industrial Planned Development 	Identify requested action(s) below: Lot Line Adjustment Modification Parcel Map Permit Adjustment Pre-Application Residential Planned Development	□ Specific Plan □ Specific Plan Amendment □ Tentative Tract Map □ Variance □ Zone Change □ Other:
	Please Type or Print in Blue or Black Ink	
Project Description: (Attach ad	Iditional sheets if necessary)	
Address:		
Other Description of Location:		
Area of Subject Parcel:	Acres	Square-Footage
Brief Project Description:		
Applicant:		
(Name)		
(Street Address)	(City, State and Zip Code)	
(Phone)	(Email)	
Owner:		
(Name)		
(Street Address)	(City, State and Zip Code)	
(Phone)	(Email)	
Developer: (if applicable)		
(Company Name)		
(Street Address)	(City, State and Zip Code)	
(Phone)	(Fmail)	

Neighboring Uses: Describe use(s) on property to: North South West Please list the names, title (applicant, engineer, architect, etc.), email, and phone number for each party who should receive a copy of the staff report prior to public hearings. Copies will be sent electronically. Paper copies of the reports may be mailed at an additional cost for the applicant. Should you desire a paper copy of the report, please give your case planner a written list of names and addresses at least 10 business days prior to your hearing date. Title E-mail Phone Number Name Title E-mail Phone Number Name Title E-mail Phone Number Name E-mail Name Title Phone Number Affidavit: I hereby consent to and make application for the above reference land use actions and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge. I further acknowledge that the burden to justify the approval of this request is mine alone, and that neither City staff nor other City officials are under any obligation to support or approve the requests contained herein. Signature of Applicant: **Signature of Property Owner** Date Date If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, Administrative Permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owners(s) refuse or are unable to sign, a copy of lease, or title report may be submitted. Property owner must sign for all other applications. For persons with Power of Attorney for property owner, please submit Power of Attorney documentation with this application. **Community Development Department Use Only** Date Deemed Complete:_____ Zoning : ____ Date Filed: _____ Case Planner: Related Cases: _____ General Plan: Application Fee: _____ Control Code:

PROJECT SITE:

1.	Hazardous Ma	aterials:
	Would your existing into one of the follow	or proposed tenants utilize any type of material(s) which can be placeding four categories?
	a.	Toxic:
	b.	Corrosive:
	C.	Ignitable:
	d.	Reactive:
	material or waste is i	rther explanation. (Use additional page if necessary). If hazardous dentified, then occupancy must be reviewed by the Planning Commission e feet or less) and City Council (over 20,000 square feet).
2.	Social	
	a.	Are there any residents on the site? (If so, how many)
	b.	Are there any employment opportunities on the site? (If so, how many?)
	C.	Will the proposal reduce currently available low and/or very low income housing through changes in use or demolition?
	Fill in Item 3 if projec	t is RESIDENTIAL
3.	Project Descr	iption
	a.	Type of development:
		ingle Family Two Family Iultifamily Townhouse Condom nium

	b.	Number of structures:
	C.	Height:
	d.	Number of bedrooms:
		☐ 1 bedroom ☐ 2 bedroom ☐ 3 bedroom ☐ 4 or more bedroom
	e.	Total Gross density (DU/total acres):
	f.	Net density (DU/total acres minus any dedication):
4.	Fill in items 31-53 if Project Descri	project is COMMERCIAL or INDUSTRIAL
	a.	Type(s) of land use:
	b.	Floor area:
	C.	Height:
	d.	Number of stories of structure:
	e.	Type of construction used in the structure:
5.	Describe maj properties:	or access points to the structure and the orientation to adjoining
6.	Number of or	n-site parking spaces provided (9' X 20'):
	Standa	rd:

Accessible:

7.	Percent of site in road and parking surface:		
8.	Number of loading spaces provided (12' X 50'):		
9.	Estimated num	nber of employees per:	
	a.	Shift:	
	b.	Total:	
10.	Estimated num	nber of customers per:	
	a.	Day:	
	b.	Basis of estimate:	
11.	Estimated rang	ge of service area (miles) and basis of estimate:	
12.	Type/Extent of	operation not in enclosed building:	
	a.	Hours of operation:	
	b.	Size and use of outside storage:	
13.	Estimated No.	of truck deliveries/loadings per day (if any):	

Estimated number of truck deliveries/loading between:

14.

	b. 7:00 p.m. & 7:00 a.m. (if any):
15.	Area of landscaping (sq.ft.):
16.	Area of natural open space that is part of the project (sq.ft.):
17.	Percent of parking area to be landscaped:
18.	Percent of parking area covered by tree canopy at 50% maturity:
19.	Type(s) of screening/fencing to be provided:
20.	Describe all proposed signs. a. Number:
	b. Type:
	c. Size:
	d. Location:
21.	If applicable, will existing signs be removed? If so, describe:
22.	How will security be provided on site?
23.	Will project be developed in phases? If so, describe each phase in detail (attach sheets, if necessary):

7:00 a.m. & 7:00 p.m. (if any):

a.

24.	describe what	e any potential noise sources associated with the project. If applicable, also what methods would be used to reduce the noise so as not to be nable to surrounding uses (attach sheets, if necessary):	
25.	describe what	y uses or operations producing significant light or glare. If applicable, at methods would be used to shield, enclose or otherwise control light or not to be objectionable to surrounding uses (attach sheets if necessary):	
Fill in i	tems 26 - 27	if project is other than residential, commercial or industrial.	
26.	Project Desc		
	a.	Type of project:	
	b.	Type of facility to be provided:	
	C.	Square feet of enclosed structures to be provided:	
	d.	Height of structures?	
		Maximum:	
		Minimum:	
	e.	Ultimate occupancy load of project:	
	f.	Number of on-site parking spaces to be provided:	

	h. If the project will result in any new employment opportunities describe the nature and type of these opportunities:
27.	How many vehicle trips per day will be generated by the project?

Square feet of road and paved surfaces:

g.



City of Moorpark Reimbursement Agreement

Community Development Department

, the undersigned property owner or applicant, hereby authorizes the City of Moorpark to review the submitted Plans he above named referenced permit/entitlement request(s) in accordance with the Moorpark Municipal Code includ Fitle 17 Zoning. I am herewith depositing \$ to cover staff review, coordination and processing cost basen real time expanded.	ling
understand that if the final cost is less than the deposit fee, the unexpended portion will be refunded after receipt approval of a written request. I further understand that if the final cost is more than the deposit fee, within 30 days eceiving billing from the city, I shall pay the balance due not to exceed seventy five percent (75%) of the deposit unless the City Council authorizes collection of more than 75% of the deposit fee, I also understand that the City Council approve the collection of an additional deposit.	s of fee
Pursuant to the Zoning Code, Discretionary Permits may only be granted if all billed fees and charges for processing application request that are due for payment have been paid. If in the course of processing such plans, the applicabilled fees and charges have not been paid, the City may, after a hearing deny such plans based upon the applicate ailure to pay said fees and charges.	ble
James of Dramorty Overson or Designed (spiret on type)	
Name of Property Owner or Designee (print or type)	
Address of Property Owner (do not use Post Office Box)	
Name of Applicant (if different than Principal)	
Address of Applicant (do not use Post Office Box)	
Signature Date	

(If Corporation, list corporate officer(s) authorized to act on behalf of the corporation.)



City of Moorpark

Project Site Sign Posting

Community Development Department

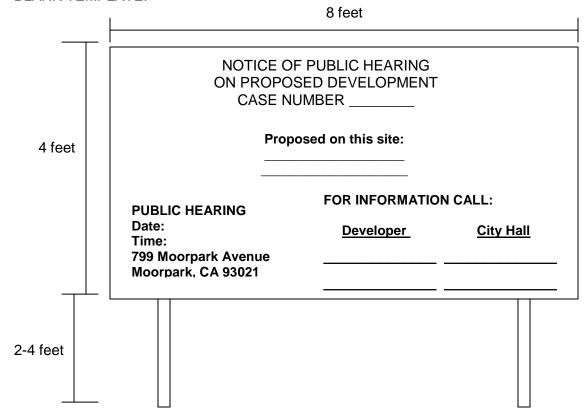
CASES REQUIRING PUBLIC NOTICE SIGNAGE INCLUDE:

Zone Changes Conditional Use Permits Variances Planned Development Permits Tentative Tract Permits Modifications Specific Plan Parcel Maps

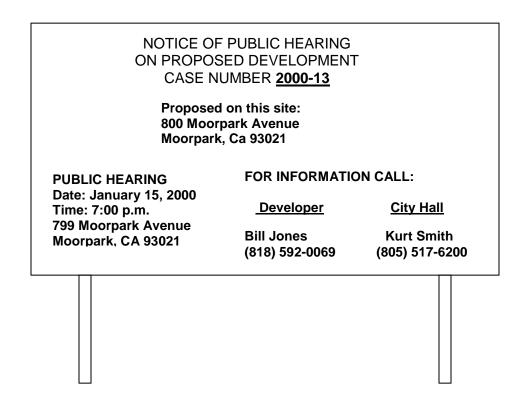
REQUIREMENTS:

- 1. Size: Shall be thirty-two (32) square feet in sign area.
- 2. Height: Shall not exceed eight (8) feet.
- 3. Location: Not less than five (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial areas. The location selected shall be the location most visible to the public. Where no clear street frontage exists, or where multiple frontages exist, the location shall be approved by the Community Development Director.
- 4. No illumination.
- 5. One sign per street frontage of the property to which it refers.
- 6. Sign shall include only the following factual information:
 - A. Appropriate heading (Example: NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT).
 - B. Appropriate content as to type of project, number of units, etc. (Example: PROPOSED ON THIS SITE: 62 TOWNHOMES. Do not use descriptive words such as "luxurious," "elegant," etc.
 - C. Adequate space to note public hearing date, time and location. To be inserted when date for public hearing has been set at least eleven (11) days prior to the hearing date.
 - D. Adequate space shall be provided for the Developer and City Hall telephone numbers.
- 7. Dates shall be changed for Commission items continuing on to the City Council.
- 8. Signs must be removed not more than 12 days after final action by the City.
- An affidavit certifying that a notice of public hearing sign was posted on the project site must be filled out and completed at least eleven (11) days prior to the date of the public hearing.

BLANK TEMPLATE:



SAMPLE SIGN WITH SAMPLE TEXT:





City of Moorpark Sign Posting Affidavit Community Development Department

County of Ventura)
) SS: State of California)
THIS IS TO CERTIFY that, pursuant to the provisions of Chapter 17.68 of the Moorpark Municipal Code, a notice of public hearing sign was posted on the property, the subject of the hereinafter described improvement project in the City of Moorpark.
PROJECT
APPLICANT
DATE FILED
DATE POSTED
DATED
APPLICANT
TITLE
Note: This affidavit must be completed and delivered to Moorpark City Hall no less than eleven (11) days prior to date of hearing. The affidavit may be mailed to:
City of Moorpark Community Development Department 799 Moorpark Avenue Moorpark, CA 93021
Signed and verified this day of, 201
Staff member, City of Moorpark, CA 93021

Please complete a	and sign the following:	
PROJECT		
APPLICANT		
DATE FILED		
DATED		
posting public not been provided by further acknowled	tice signs pursuant to the City and that the ges that failure to be	ed above hereby acknowledges that the requirements of Chapter 17.68 of the Moorpark Municipal Code have applicant has read and understood them. The applican post the required public notice sign at least eleven (11 ult in the hearing being continued.
Signed this	day of	, 201
Applicant		